



Support Materials Help

Support materials are supplemental information included with an application to provide clearer contextual information about a proposal. For the Maine Arts Commission, these frequently document an artist's work in the form of still images, manuscript excerpts, and audio/ video clips. However, support materials may also include letters of support, contracts, preliminary project sketches, or other materials that illuminate the character of a proposal.

Support material content, amount, and format may vary between grants. Always read the application guidelines carefully and ask for clarification if you have questions.

General Advice

Include a separate document, listing all the support materials with brief descriptions for each.

Have your work samples regularly reviewed by other professionals. Get several opinions about what will work best. Support material should be concise, informative, recent and relevant to the application. Letters of support should express confidence in the proposed project by a knowledgeable and respected source.

Images

High-quality documentation of past work is essential. This means hiring a professional for your documentation needs or taking the time to learn how to correctly document work yourself. In general, a resolution of 300dpi will be suitable for an image that is 5"x7" or greater in size. A 300dpi image will usually create a file that is 3mb or larger.

Still images are best presented on a neutral background such as white, black or grey; depending on the character of the work. Get an in-focus image with proper exposure. The whites should be white, the blacks should be black and the colors should be accurately represented. Avoid hot-spots, glare, dark-corners, shadows, or the photographer reflected in the glass. Make sure the entire piece of work is represented in a single image. Additional images can be included to show details, scale, or draw attention to specific points of interest.

Audio/Video

Image-clarity, clean edits, and clear sound are essential for good AV materials. Make sure all materials are edited to the proper length, cued, and ready to go. If the sample is not cued, have time-codes/ track numbers listed to indicate when the reviewers should start and stop viewing/listening. If samples are collaborative, but pertain to an individual artist, identify where the reviewers should focus their attention (e.g. the actor wearing the red shirt; the solo pianist in this orchestral work; the writer of the script being performed).

Written

Manuscripts should be neatly typed and clearly reproduced. Do not shrink typefaces or expand margins to get more words on a page. Proofread for typos, spelling errors, and grammatical errors. Choose excerpts that need no outside reference (usually from early in a book). If possible, send complete stories. Always follow the written guidelines, requested formats and word-count requirements.